



City of Biggs

Request for Consultant Services to Update General Plan and Prepare Associated Technical Studies, Environmental Impact Report, and Sphere of Influence Amendment

August 2, 2006

A. Introduction

The City of Biggs is soliciting proposals from qualified consultants or consultant teams (hereafter referred to as “consultant”) to update the City’s General Plan, prepare associated technical studies, prepare appropriate CEQA environmental documentation (EIR) to support the General Plan and specific development projects anticipated within the General Plan, and assist in processing an application to the Butte County LAFCO for an amendment to the City’s sphere of influence (SOI).

The General Plan update is intended to provide guidance for Biggs to develop in a responsible and intelligent fashion that is beneficial to current and future residents and businesses. The General Plan update will consider potential growth areas surrounding the community, primarily into the previously designated planning area which is larger than the current City limits (see Figure A). The City also seeks to amend the SOI to include (approximately) the current planning area. For this reason, technical and analytical support for an application for an SOI amendment through Butte County LAFCO will be included in this project.

The challenge for future growth will be to accommodate the community’s circulation needs, ensure adequate infrastructure to serve new development, provide for future school expansion, meet the needs of residential and commercial growth, all while maintaining a small town character.

The City desires to complete the work program (including associated technical studies) **within two years**. The City seeks to have the work program completed in an integrated fashion, to the maximum extent possible. The final documents must be responsive to the visions of the people of Biggs and must ensure maximum legal defensibility.

B. Background

Biggs was incorporated as a general law city in 1903, has a current (DOF 2006)



population of 1,788, and encompasses approximately 340 acres. The City is located in Butte County near State Route 99 (SR 99) and the mainline Union Pacific Railroad serving the west coast. Biggs' current city limits end approximately one mile west of SR 99. As a result, the City does not have frontage on or visibility from SR 99.

The City is primarily a residential community supported by local agriculture, Biggs has experienced increasing urbanization due to growth in surrounding employment centers and the escalation of housing prices in those surrounding markets. The City envisions significant residential and commercial growth over the next 20 years. Biggs currently (2006) has no major retail facilities and much of the downtown is vacant. A major goal of this general plan update is to increase retail, industrial, office, and other job-creating uses. The City anticipates major residential and commercial development projects in areas outside the current (2006) city limits and sphere of influence.

The City's current (1998) General Plan is available at www.biggs-ca.gov and includes the following eight elements:

1. Land Use
2. Circulation
3. Community Enhancement
4. Public Facilities
5. Open Space and Conservation
6. Public Health and Safety
7. Noise
8. Housing Element

C. Planning Area

The City's Project Location map (see Figure A) depicts the locations of major project areas within the General Plan Update's planning area. These project areas include:

1. East Biggs Area

The proposed Biggs Gateway project is a ± 202-acre mixed-use project on the north and south sides of B Street, extending generally from city limits to approximately ¼-mile east of SR 99. The Bayles Family has indicated interest in developing 150 acres to the north of the Gateway project. These projects would include commercial land uses on the southeast and southwest corners of B Street



and SR 99 with low and medium density residential land uses on the remainder of the project area.

The project proposes the maintenance and enhancement of the Hamilton Slough and the development of a park west of SR 99 and north of B Street. The project also proposes new residential street connections to SR 99 and a new north-south collector street connecting B Street and Rio Bonito Road.

2. North Biggs Area

No specific projects have been proposed in the north Biggs area. Various landowners in the area have expressed interest in annexing to Biggs and/or developing property in the future. The City anticipates that the General Plan Update would include the area currently within the City's adopted planning area to the north.

3. West Biggs Area

Three property owners have indicated interest in developing property on the west side of Biggs (+/- 350 acres). These properties lie between Afton Road on the north and Farris Road on the south. All three of the properties are located inside of the City's planning area. At this time, no formal project applications have been made to the City and specific project information has not yet been determined.

4. South Biggs Area

The south Biggs area lies between West Biggs-Gridley Road and SR 99, and south of the city limits. This area includes partially developed rural residential within the Dakota/Chatfield/Hastings and Pryde Road areas. It is the intent of the City to include these areas within the General Plan Update. It should be noted that all of the south Biggs area falls inside of the area designated as an "Area of Concern" by the Cities of Biggs and Gridley and the Butte County LAFCO. The Area of Concern designation indicates that due to the area location between the two cities, and the probability that the Cities of Biggs and Gridley may share a common boundary line in the future, planning activities within this area are of a mutual interest to both parties.

Several landowners, working with JTS Communities, have proposed a project of approximately 593-acres within the south Biggs area. The majority of the proposed project area currently falls within the City's planning area. While no specific project has been presented for this area, it is anticipated that this area will be included in the General Plan Update.



D. Qualifications

The ideal consultant will have knowledge and experience in updating general plans, preparing and processing sphere of influence amendments and municipal services reviews, and necessary environmental analysis and compliance pursuant to the California Environmental Quality Act (CEQA). In addition, the consultant will have experience in managing large, fast-moving projects that incorporate multiple team members. The consultant will also have demonstrated experience in the public facilitation process. Experience and capabilities should also include the preparation of bilingual (Spanish) information materials, creation and maintenance of a project website, and the creation and distribution of printed materials.

The consultant should have municipal finance, engineering, transportation and resource management staff members and/or sub-consultants with experience and qualifications in municipal planning and regional planning to support the preparation of goals, policies, and implementation programs in the General Plan.

Preference shall be given to consultants who propose a work program that can be completed within two years of the contract award. Proposals must include a detailed work schedule and work plan identifying specific tasks related to the General Plan Update/SOI amendment process. The specific tasks and studies required to assist with the update of the General Plan/SOI amendment are identified in the Scope of Services section below.

E. Scope of Services

1. General Plan Update

Consultant will review and update the existing background information, goals and policies, level of service standards, and implementation programs of the current 1998 General Plan. Proposals shall include preparation of all seven mandatory elements, with the exception of the Housing Element which was updated in 2005:

1. Land Use
2. Circulation
3. Housing (does not need to be updated)
4. Conservation
5. Open Space
6. Noise
7. Safety



In addition to the seven mandatory elements, the proposal may include preparation of additional elements the consultant believes are necessary to reflect the City's vision for providing an economically viable and revitalized community and providing for reasonable growth into its expanded sphere of influence area.

As part of the update, consultants will be responsible for any specific technical studies normally associated with a General Plan Update. The area to be addressed by the Update shall be approximately coterminous with the City's current planning area (see Figure A). The General Plan Update is intended to provide a means, method, and blueprint for the orderly and beneficial development of some or all of that planning area. Documents are expected to be concise and written in a format that is easily understood by the public.

The City seeks to have the following elements included as part of the General Plan Update: Economic Development and Municipal Services and Facilities.

a. Economic Development Element

The proposal should include an Economic Development Element to identify the City's strengths and weaknesses in providing for a wide range of employment opportunities. The Economic Development Element should:

- 1) Focus on fiscal and economic analyses as a foundation for considering General Plan options.
- 2) Identify current private sector characteristics of the City's economy and demographics, and discuss opportunities and constraints for future economic growth.
- 3) Rate the City's commercial, service, and industrial sectors for historic and future growth potential based on historic trends. The historic trends will be based on U.S. Census data, county business patterns, land use records and review of existing reports and studies. Interviews with community leaders, business representatives, Chamber of Commerce, and others will be conducted.
- 4) Establish an overall 10- to 20-year economic strategy for the city.
- 5) Provide a sub-sector fiscal analysis of the relative fiscal benefits and costs of different land uses and the tools which the City may utilize to maintain or improve upon its fiscal position while promoting its economic strategy. This will also determine projected capital improvement phasing schedule and costs to serve proposed future development and note the range of funding mechanisms which may be available to meet these costs.



- 6) Provide the City with a spreadsheet model capable of testing the economic and fiscal results of future land use alternatives. Fee income and service costs attributable to various land uses will be considered including projection of ongoing costs and revenues associated with new and redeveloped land uses considered in the General Plan, with cost break down by land use and geographic area (as appropriate), and shown in spreadsheet form. A cost/revenue comparison will highlight any shortfalls or variables that could affect projections.
- 7) Provide a general review of financing tools with advantages and disadvantages of each discussed or shown in matrix form.
- 8) Allow for projections of revenues and costs associated with General Plan buildout along with a finance plan approach. A spreadsheet model will be provided to the city for use in future financial evaluations.

b. Municipal Facilities and Services Element

The proposal should include a municipal facilities and services element to identify the existing conditions of the City's public and private municipal facilities and services and to establish goals, objectives, policies, and level of service thresholds to ensure that adequate services are available and maintained for existing and future residents. The municipal facilities and services element should:

- 1) Include service and facility standards related to the provision of police, fire, water, sewer, electric, storm drainage, garbage collection/recycling, library and school planning.
- 2) Identify current facility and services and provide information and analysis on capacities and capabilities.
- 3) Include basic information on public and private utilities within the existing City and the planned expansion areas of the City.
- 4) Establish an overall public services and facilities expansion strategy for the City for the next 10 to 20 years.

c. Open Space and Recreation Element

The City anticipates that the open space element will include a Parks and Recreation component. A Parks, Recreation and Open Space Master Plan will be required to assure that an adequate amount of parks and open space area is provided and preserved as the community grows.



2. Technical Studies

The consultants will prepare a series of technical studies as part of this project. These studies will include:

- **Sewer Master Plan:** A sewer master plan was completed in 2003, but did not anticipate the growth issues outlined above. The consultant shall identify existing and projected demands through General Plan buildout, proposed interceptor and trunk facilities, system outfall points of connection, and treatment capacity solutions.
- **Water Master Plan:** A master water study was completed in 2000, but it did not anticipate the growth potential that the City is considering. The consultant shall identify existing and projected demands through general plan build out, sources and uses of water, proposed transmission and distribution system, wells, treatment, and storage. The water system is expected to be planned based on continued use of groundwater as the source of water supply. Analysis of surface water as a supply source should be included in the report.

An Urban Water Management Plan (UWMP), as required by State law for any water agency serving more than 3,000 customers, will be prepared and will address the long-term (typically 20-year) reliability and planning of water supply needs during wet, dry, and drought years. In addition to the update of the City's existing water master plan, it is anticipated that a complete SB 610 analysis will be included as part of the water master plan update.

- **Storm Drainage Plan:** A master drainage study was completed in 1998, but did not anticipate the growth that the City is currently experiencing. The consultant shall summarize the regional overview of the existing RD 833 system, any existing flooding issues and 200-year floodplain status. This should include a comprehensive drainage plan for both the regional RD 833 and Biggs systems. This analysis will require coordination with RD 833 and the City. This analysis should also examine existing canals, levees, and pumping plants and document existing conditions, discharge locations, and requirements (quantity and quality). This will include the identification of all design criteria to be used in the master planning effort (design events to be used, acceptable levels of flooding, hydraulic constraints, water quality goals, and detention strategies).
- **Bicycle and Pedestrian Master Plan:** Biggs is committed to addressing all forms of transportation in the General Plan Update. As such, an update to the City's existing bicycle and pedestrian master plan will be required.



- **Circulation Plan:** The consultant will identify specific General Plan policies that aid the development of Biggs's transportation infrastructure system. Travel demand models based on TAZ growth rates within and outside city limits shall be developed. The traffic analysis should also identify roadway system deficiencies and required roadway improvements for five-year analysis horizons. The General Plan should provide the basis for a Capitol Improvement Program for implementing roadway improvements.
- **Electrical Power Supply and Distribution Study:** Biggs is the provider of electric utility services for the residents of the City. An electrical power supply and distribution study (EPSD) shall be prepared by the consultant to assure that adequate power supplies and delivery infrastructure are available to serve the General Plan Update study area. The study shall specifically analyze potential power demands and electric facilities needs based upon the Land Use plan resulting from the General Plan Update process. In addition to estimating demands and delivery infrastructure needs, the report shall assist the City in proposing level of service thresholds, proposing facilities sizing and locations to optimize service delivery functions. The report shall also review utility rate and fee structure data to verify and/or make determinations regarding funding adequacy and rate structure sustainability.
- **Municipal Services Financing Plan:** The consultant will prepare a municipal services financing plan that will serve as the master document that links infrastructure requirements from new development with the financial tools and mechanisms for funding both capital projects and on-going operations and maintenance. This will generally include on- and off-site roadways, water, drainage and sewer systems, and public services and facilities (fire, police, schools, parks, landscape corridors, library, transit facilities and other related facilities and services).

Infrastructure improvements are typically funded by a combination of development impact fees, land-secured financing, developer equity, and the collection of connection or "hook-up" fees. Development impact fees are generally assessed at the time building permits are requested. This timing creates a stream of revenues as new development occurs. When developing a large planning area, a significantly large infrastructure investment will be required "up front" prior to the first phase of development to provide the necessary infrastructure and public facilities.

Various financing options should be explored and provided for the City's consideration. A financing strategy should also be provided to achieve the optimal balance of fee, bond, and private financing so as not to



burden undeveloped land while also assuring that necessary facilities are constructed when needed.

The City's impact mitigation fees will be required to be updated and/or established as necessary. All calculations necessary to prepare the AB1600 analysis will be presented in a spreadsheet or database format. No proprietary or "black box" calculations or formulas will be accepted. The AB1600 study must be able to be updated by City staff at a later date with minimal effort when new information becomes available. The formation of a community facilities district for services is required, including the formulation of the rate and method of apportionment of a special tax. The City's master schedule of fees is required to be updated in its entirety based on a fee study

The financing strategy should:

- 1) Encourage early development of the area requiring limited or no additional infrastructure.
- 2) Make maximum use of "pay-as-you-go" mechanisms.
- 3) Make appropriate use of municipal debt financing mechanisms.
- 4) Build flexibility to allow response to market conditions.

The financing strategy should strive to accomplish the following objectives:

- 1) Completely fund all backbone infrastructure and public facility costs needed to serve the project or area.
- 2) Phase backbone infrastructure and public facility improvements to ensure they are constructed when necessary for new development and when funds are available to construct such public improvements.
- 3) Use existing and other agency fee programs for backbone infrastructure funding.
- 4) Prepare or update the fee nexus study for the planning area.
- 5) Establish a fee program or participate in a city-wide fee program to help fund backbone infrastructure and public facilities not funded through existing fee programs.
- 6) Allow for special financing district bonds to provide up-front



financing for needed backbone infrastructure and public facilities.

- 7) Ensure financing mechanisms are flexible to accommodate different combinations of infrastructure timing and funding requirements.

3. Sphere of Influence Amendment

A number of major residential, commercial, and industrial development projects are being proposed around Biggs. The City's current sphere of influence (SOI) is only slightly larger than the city limits. In keeping with the community's goal of smart, orderly growth, the City must obtain an amendment of its SOI to the area encompassed within the new General Plan Update planning area. The consultant will undertake all necessary studies to support the City's application for a SOI amendment and prepare the application. This support will include a full municipal services review (MSR). The consultant must provide any information, studies, or material requested and/or needed by the Butte County LAFCO. Reports should be in a document format that is acceptable to both the City and LAFCO. In addition, the consultant shall prepare a tax/fiscal study as required by the Cortese-Knox Act to determine the fiscal and tax impacts upon the City and County of annexing the SOI area into the City.

- **Background Information:** The consultant will gather background information from discussions with City staff, City documentation, technical documents prepared by existing service providers, and others. The consultant will provide an analysis of all collected information, provide a summary of key findings, and develop preliminary recommendations for City staff review and comment. The consultant will meet with LAFCO staff as necessary during this task to discuss the findings and preliminary recommendations.
- **Draft Municipal Services Review:** The consultants will prepare a municipal services review (MSR) consistent with the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, and Butte County LAFCO. The MSR should include analysis and determinations for potential annexations, determinations for each of the nine required MSR topic areas, and provide conclusions with the findings necessary to update the City's sphere of influence. The MSR should include the following:
 - 1) Introduction
 - 2) Demographics (growth and population)
 - 3) Urban Growth strategy
 - 4) Agricultural preservation strategy



- 5) Infill development strategy
- 6) Infrastructure needs and deficiencies
- 7) Municipal services evaluation
- 8) SOI update determinations
- 9) Appendices

4. *Community Outreach and Participation*

The successful consultant will have extensive knowledge and experience in running and facilitating meetings, workshops, and roundtable discussions for public participation. Proposals shall describe in detail a community participation process. Biggs currently has an established General Plan Advisory Committee consisting of members of the City Council, Planning Commission, citizens, school district, and business community. It is anticipated that this committee will be used by the consultant to help guide the process, review work, and provide input. Consultant should seek to integrate the involvement of this committee as much as possible into the project schedule.

Working with citizen committees, the public, landowners and developers, as well as the City Council and Planning Commission, the consultant will be expected to identify and use techniques in meeting facilitation to ensure that the General Plan update process is constructive and that participation programs stay on schedule. The City of Biggs desires to have citizen involvement programs that use several techniques to include, but not be limited to: (1) a Citizen Advisory Committee (2) community forums; (3) open houses; (4) questionnaires, and (5) workshops. Proposals shall describe the specific means for such participation and outreach, including the use of the City's website, flyers, and newspaper notices.

5. *Environmental Impact Report*

To support both the update to the General Plan Update, SOI expansion, and the future actions necessary for the specific project requests and annexation(s), an Environmental Impact Report (EIR) will be prepared for the project. The EIR will comply fully with the California Environmental Quality Act (CEQA), so as to fully inform the public and decision makers about: (1) the potential environmental impacts of the draft General Plan Update, SOI expansion and annexation(s), (2) potential measures that could be implemented to avoid or less the magnitude of those impacts, and (3) reasonable alternatives to the General Plan Update that could accomplish the goals of the Plan in a more environmentally beneficial manner.



6. Project Coordination

The consultant will perform work assignments and tasks at their office(s) or other outside locations with work products delivered to the City as required. Exceptions to this include attendance at meetings and public hearings, the review of City files and other related materials, and the use of City equipment and computers.

The City's administrative, planning, and engineering staff will be tasked with managing the project jointly with the selected consultant. Staff will assist with public meetings, providing research and information, keeping milestones updated so the project stays on schedule, monitoring budgets, reviewing work products, and ensuring the overall project quality is of a standard acceptable to the City. Staff will work with the selected consultant to set forth protocol for review, submittals, comments and meetings during the initial meeting following contract execution. The consultant will work closely with the City's administrative, planning and engineering staff. It is anticipated that due to the expedited project schedule, that regular weekly or bi-monthly meetings will be required to maintain City/consultant contact and the advancement of the project in a timely manner. Furthermore, as elements are initiated, staff will jointly review with the selected consultant the individual goals, scopes, and tasks of each element in the interest of time and efficiency.

F. Submission Requirements

Please submit eight (8) copies of your firm's proposal detailing your experience with the preparation of General Plan Updates and SOI amendments. The qualifications section should include the following:

1. Cover letter expressing your firm's interest and ability to perform in the required time frame.
2. Information about the firm including experience with similar projects. This also applies to the subconsultants you propose to use. A description of the firm(s) experience with emphasis on work related to General Plan Updates and SOI amendments, especially those similar in scope to this work, shall be included along with a description of General Plan Updates and SOI amendments your firm has recently completed. Include a brief resume of your firm's background and expertise in the area of preparing General Plan Updates with SOI amendments. Include references to former clients for whom similar work has been performed. Include the address and telephone number of your main office and regional or local offices from which the work is to be directed and the name of the main contact person.



3. Describe your firm's methodology and philosophy used during similar projects, including public agency staff involvement, public involvement, utilization of the visioning process, infill development, and urban design techniques.
4. Provide three (3) copies of a recent General Plan (or update) and successful SOI amendment application (and supporting materials, including a Municipal Services Review) your firm has prepared that best exemplifies the form and quality you are proposing for Biggs.

The proposal section should include the following:

1. **Letter of Transmittal:** Letter to be signed by an individual authorized to bind the proposing entity to the proposal for a period of 90 days.
2. **Executive Summary:** Overview of proposal.
3. **Consultant Information:** General Information about the consultant (i.e., company size, location of office(s), years in business, organization chart, number of staff).
4. **Description of the Issues:** The proposal shall include a summary of the firm's understanding of the issues confronting the City, including potential issues which may arise, based upon the consultant's work and experience in other jurisdictions.
5. **Methodology:** The proposal shall include a detailed description of the time frame in which the tasks described in the "Scope of Work/Services" section will be carried out, including an overall work program and schedule. The descriptions shall be in sufficient detail to permit evaluation of the relative merits of the analytical approach and procedures. The methodology should also set forth how the project will be managed. The methodology should also set forth how the multiple tasks of the General Plan update, technical studies, and SOI amendment will take place simultaneously.
6. **Public Participation Program:** The proposal shall specify the scope of the public participation and the number of community forum workshops, GPAC meetings, and public hearings anticipated. Include information on type of meeting, anticipated participants, and size.
7. **Subcontractors:** The identification of each proposed subcontractor and their tasks shall be included. The form and content of all subconsultant-provided products shall be described. Subconsultants must also meet all requirements requested of the selected consultant and be approved by the



City.

8. **Key Personnel:** The proposal shall include the names and resumes of all key personnel who are employed by the consultant and/or proposed subconsultant(s) and who will be assigned to perform services pursuant to the contract. The consultant shall also indicate the percentage of project effort to be spent by each key personnel member. In addition, the proposal shall identify a designated project manager with full authority to administer the contract. Any proposed substitutions of personnel are discouraged and must be approved in advance by the City. For each person identified, the following information must be provided: A brief, complete statement of each key person's work and educational background, giving the number of years of experience, title, or function while gaining the experience; the dates of the projects cited for relevant experience; and the relationship of that key person to the major goals of the project cited. The City reserves the right to verify each key person's experience and/or education and call upon references.
9. **Project Schedule:** The proposal shall indicate a logical breakdown of project tasks and completion deadlines. The schedule shall be designed to provide time for staff input prior to general distribution. The consultant should specify all scheduled meetings with staff and or project committee(s). The schedule shall indicate all milestones and the critical path necessary for the project, as well as the costs necessary to achieve those milestones so that budgets can be prepared in advance.
10. **Number and Type of Products (Deliverables):** All reports, charts, graphs, maps, and other materials prepared as part of this project shall become the property of the City. Reports should be bound in three-ring binders, and be in a form that is workable, amendable, and easily reproducible so future amendments/changes will not require substantial reformatting. The final General Plan Update, SOI Amendment, technical studies, EIR, finance plan and other reports will be provided to the City as hard copies (8-1/2" x 11", black and white, 50 copies) and in electronic format (Microsoft Word and Adobe PDF formats). The consultant will also provide 50 CDs containing all final documents.

All maps/diagrams will be prepared using ArcView GIS software. The format of graphic elements may vary, but shall be approved by staff prior to inclusion in any document. The consultant will provide fifty (50) color copies of final land use and circulation diagrams.

11. **Client References:** The proposal shall list a minimum of five (5) references for every consultant. The reference should identify the client, a



contact name and a telephone number, a description of the service provided, and the location where the service was performed.

12. **Insurance/Indemnification:** Provide a summary of insurance coverage including public liability, property damage, workers compensation, automobile, and professional liability. All policies shall have at least \$1,000,000 coverage or as required by law. Provide an indemnification provision running in favor of the City.
13. **Proposal Fee and Payment Schedule:** Consultants are requested to submit Proposal Costs in a "menu" format to permit item-by-item cost identification. The costs shall be presented in a format that allows identification of total costs for the General Plan Update, SOI amendment, EIR, MSR, finance plan and all other supporting documents. In addition, consultant cost proposals shall identify consultant and subconsultant hourly rates and the estimated hours for each employee for each task or product area. This RFP does not commit the City to pay for any costs incurred in the preparation of a proposal. Also provide rates for additional services if requested by the City (e.g., attending additional hearings or meetings).

G. Submission Deadline

Eight (8) copies of the proposal must be received by the City of Biggs not later than 4:00 p.m. on Thursday, September 14th, 2006. Late proposals will not be accepted. Proposals may be submitted by mail or in person to:

**City of Biggs
465 C Street
P.O. Box 307
Biggs, CA 95917**

For further information regarding this proposal, please call Scott Friend or Dave Swartz at (530) 868-5447.

H. Selection Process

The tentative process for selection of the consultant is:

1. A mandatory pre-bid meeting at the Biggs' City Hall, 3016 Sixth Street, at 10:00 a.m. on Wednesday, August 30, 2006.
2. Technical review and analysis of proposals by City staff;



3. Review of consultant proposals by a subcommittee of the City Council appointed by the Mayor to develop a list of finalists;
4. Interview of finalists by the City Council;
5. Consultant selection by the City Council.

The following criteria are among those that will be used to evaluate the submitted proposals:

1. Quality of the proposal and the clear demonstration of the firm(s) understanding of the City's overall goals and objectives for the General Plan Update and SOI amendment.
2. A high level of professional competence and a proven track record in the preparation of General Plans, technical studies, finance plans, environmental analysis, and SOI amendments.
3. Experience of personnel assigned to the project.
4. If a consultant team is proposed, the track record of members' team experience.
5. Public facilitation capabilities and experience working with the public in formulating goals and drafting General Plans.
6. Ability to produce a high quality document that is readable, can be implemented, and includes high quality graphics.
7. Cost of preparing the General Plan Update and SOI Amendment in relationship to the services offered.
8. Review of references.
9. A commitment to complete the work program no later than twenty-four (24) months from the date of the contract award.

I. Legal Information

All proposals submitted in response to this RFP becomes property of the City. This invitation does not commit the City to award a contract nor pay any costs incurred in the preparation of a proposal. The City reserves the right to reject any and all proposals and may in its discretion let the contract to a firm other than the one with the lowest cost proposal.



The City reserves the right to negotiate directly with any party responding to this RFP and may enter into a contract with any responding party. The City reserves the right to award a contract to the firm that presents the proposal that, in the sole judgment of the City, best accomplishes the desired results. The City also reserves the right to reject any and all proposals and waive any formality or irregularity in the proposals.

The proposal must identify in writing all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure under the Public Records Act (California Government Code Sections 6250 et seq).



Figure A: Planning Area Map, With Projects

